

**MINUTES OF THE  
LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 12, 2017  
101 SOUTH HALAGUEÑO ST.  
4:30 PM**

<b>Trustees Present</b>	Robert Chavez	President
	Kyle Marksteiner	Vice President - in 4:45 p.m.
	Tom Langowski	Member
	Sally Miller	Member
	Chris Owens	Member
	Bob Scholl	Member
	Bernita Smith-Payne	Member - in at 4:40 p.m.
<b>Trustees Absent</b>	Vickie Davis	Member
<b>Ex-Officio Absent</b>	Dale Janway	Mayor
	Steve McCutcheon	City Administrator
<b>Board Secretary</b>	Cassandra Arnold	Library Director
<b>Others Present</b>	None	

1. **Roll Call and Determination of Quorum.**  
Roll was called by the Board Secretary. Board President Robert Chavez determined a quorum was present, and called the meeting to order at 4:35 p.m.
  
2. **Consider Approval of Agenda.**  
Bob Scholl moved and Sally Miller seconded that the Agenda be approved.  
Voting in favor: Langowski, Miller, Owens, Scholl.  
Voting against: None.  
Absent: Davis, Marksteiner, Smith-Payne.  
The motion carried.
  
3. **Consider Approval of Minutes of March 8, 2017.**  
Tom Langowski moved and Chris Owens seconded that the minutes be approved as submitted.  
Voting in favor: Langowski, Miller, Owens, Scholl.  
Voting against: None.  
Absent: Davis, Marksteiner, Smith-Payne.  
The motion carried.
  
4. **Consider Approval of Library Budget Request for FY 17-18.**  
Cassandra Arnold explained the budget request, including the Budget Narrative, Line Item totals, detail of Contracts & Fees, capital funds to continue the upgrade of the library restrooms and replace seven aging public computers, and two Personnel Requests to increase the hourly pay for Library Pages and to change the outdated Library Clerk position to the current industry standard of Library Paraprofessional,

requiring additional skills and responsibilities. After discussion, Bernita Smith-Payne moved and Bob Scholl seconded that the budget request be approved as submitted. Voting in favor: Chavez, Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne. Voting against: None. Absent: Davis. The motion carried.

**5. Consider Approval of Library Website Resources Policy.**

The library's webpage at the City of Carlsbad's website ([www.cityofcarlsbadnm.com/library.cfm](http://www.cityofcarlsbadnm.com/library.cfm)) has a resource page with links to various government, informational, and tutorials of possible interest to residents and visitors to Eddy County. In order to clarify that these links are not maintained nor endorsed by the library, and to spell out the criteria used for selecting such links, a draft policy has been researched and written by library administrators. After review, Kyle Marksteiner moved and Chris Owens seconded that the policy be approved as submitted. Voting in favor: Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne. Voting against: None. Absent: Davis. The motion carried.

**6. Consider Approval of Library Monthly Report for March, 2017.**

The Board reviewed the report. Some selected statistics for the month include:  
7,209 people visited the library  
7,341 materials circulated this month: 4,021 adult, 2,950 children's, 370 teen, and 531 digital items  
154 new library cards were issued  
49 events with 513 attendees were held  
7 programs were held in the Annex  
1,535 computer sessions were used  
722 information requests were received  
613 database uses were recorded

Tom Langowski moved and Chris Owens seconded that the report be approved. Voting in favor: Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne. Voting against: None. Absent: Davis. The motion carried.

**7. Open Discussion of Library Operations.**

- Fine Free Week will be held in honor of National Library Week (to be celebrated April 17-22) when patrons are encouraged to return their overdue items without charge.
- The ADA door opener on the south entrance door is still not working properly, and needs replacement. The last required quote has been received so now the PO requisition can be submitted.
- Kyle Marksteiner reported the first inductees for the Hall of Fame have been

selected, though the names have not yet been publicized. Hint: Board member Bernita Smith-Payne is related to one!

**8. Adjourn.**

Tom Langowski moved and Bernita Smith-Payne seconded that the meeting be adjourned.

Voting in favor: Langowski, Marksteiner, Miller, Owens, Scholl, Smith-Payne.

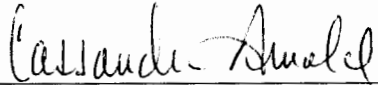
Voting against: None.

Absent: Davis.

The motion carried.

The meeting adjourned at 5:17 p.m. The next regular meeting of the Library Board is scheduled for Wednesday, May 10, 2017 at 4:30 p.m. in the Library/Museum Annex.

  
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, Library Board

  
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Cassandra Arnold, Board Secretary